

ADDITIONAL CLAUSES

INVOICE REQUIREMENTS

- (a) Invoices shall be submitted in an original and two copies to the Government office listed below. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:
- (1) Name and address of the business concern;
 - (2) Invoice number and invoice date;
 - (3) Contract number, Delivery Order number, Purchase Order number, Task Order number, or other authorization for delivery of property or services actually delivered or rendered;
 - (4) Description, unit price, extended price, and quantity of property and services actually delivered or rendered **with** supporting documentation (i.e. travel receipts, etc.);
 - (5) Shipping and payment terms;
 - (6) Name, title, phone number, and complete mailing address of responsible official to whom payment is to be sent;
 - (7) Name, title, phone number, and mailing address of person to notify in the event of a defective invoice; and
 - (8) Taxpayer Identification Number (TIN) or DUNS+4.

The Contractor shall submit an original and two (2) copies of invoices to the following designated payment office:

USDA/Food and Nutrition Service
Accounting Division
3101 Park Center Drive, Room 724
Alexandria, VA 22302

METHOD OF PAYMENT

All payments under this contract shall be made via electronic funds transfer (EFT). The Government shall make payment to the contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the contractor shall be responsible for entering the updated information in the CCR database and notifying the Contracting Officer. (see also 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER-CENTRAL CONTRACTOR REGISTRATION in Section I)